

**CITY OF HARRISBURG PARKS AND RECREATION DEPARTMENT**  
**CITY ISLAND, RIVERFRONT PARK & CAPITAL AREA GREENBELT**  
**2004 PARK PERMIT APPLICATION**

The extensive volume of requests for utilization of city-owned parks and recreational facilities necessitates a proper format for the scheduling of such use. Further, past experience involving damage, loss, and failure to reimburse or pay validly due fees and costs to the city by various users has necessitated the establishment of user rules and regulations for such facilities. Insurance, liability, legal, and safety concerns also require certain rules to be in place. Current requirements and stipulations governing the use of city-owned parks and recreational facilities are contained generally in this Park Permit Application. The city reserves the right to: set special conditions with regard to any planned use, require payment in advance or deny any Park Permit Application for failure to meet any of the stated conditions or because of past adverse experience involving either the type of planned use or the applicant. Resident fees are specifically for residents or business owners in the City of Harrisburg's Corporate limits. All others will be assessed non-resident fees. There are no waivers or reductions of any fees for any park.

Please complete this entire form, answering all questions completely and accurately. **Incomplete forms will be returned.** Attach additional sheets of paper if necessary. **This form, fully completed, must be submitted at least ten (10) working days prior to your event.** The City of Harrisburg reserves the right to reject a Permit Application if it believes the event or activity will unreasonably interfere with other existing or planned activities, including the normal conduct and use of City parks and recreational facilities.

By submitting this Park Permit Application, the applicant is certifying that no expense will be borne by the City of Harrisburg in connection with the event or activity described in this Application for which the City will not be fully reimbursed. Further, the applicant certifies that the City is not liable or responsible for any cost, effect, error, omission or loss of any kind associated with the event or activity listed herein, and that the City is fully indemnified and held harmless from any claims or judgments arising from such. All park permit activities must be fully insured by the applicant with the City named as an "Additional Insured." All facilities are rented in "as is" condition.

**PLEASE PRINT CLEARLY**

1.1 Name and Type of Event \_\_\_\_\_

1.2 Name and Type of Organization: \_\_\_\_\_

1.3 Mailing Address: \_\_\_\_\_  
street city state zip

1.4a. Contact Name: \_\_\_\_\_ b. Phone (Day): \_\_\_\_\_ c. Fax: \_\_\_\_\_

1.5 Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1.6 Mailing Address: \_\_\_\_\_  
street city state zip

1.7a. Date(s) Requested: \_\_\_\_\_ b. E-mail: \_\_\_\_\_

1.8 Estimated Attendance (Participants + Spectators): \_\_\_\_\_ 1.8a Event Start Time: \_\_\_\_\_  
(All applicants must comply with insurance requirements on page 4)

1.9 Requested Location Within Park: \_\_\_\_\_ (Refer to Reverse Side For Listing)

1.10 Are you currently a member of Harrisburg's Parks Partnership? Yes ☐ No, but send me information. ☐  
*Note: All members of Harrisburg's Parks Partnership receive a once per year, 50% reduction in park permit fees. No other reductions in fees will occur.*

Total Maintenance and Rental Fees (Add all items marked on reverse side of this form): \$ \_\_\_\_\_

Park Permit Processing Fee: + \$ 20.00

TOTAL ENCLOSED: = \$ \_\_\_\_\_

**Please submit a Check or Money Order payable to "City Treasurer". Any check returned for insufficient funds or on which payment has been stopped will result in automatic cancellation of the Park Permit. Please mail fees, Park Permit Application, Park Permit Event Questionnaire Information, waiver, and needed Proof of Insurance to:**

CITY ISLAND SUPERINTENDENT, 10 NORTH SECOND STREET, SUITE 401  
HARRISBURG, PENNSYLVANIA 17101-1686 Telephone (717) 255-3020 FAX (717) 255-6554

2.1	<b>City Island RiverView Pavilion</b>	<b>Non-Res.</b>	<b>Resident</b>
	_____ 9 am to 10 pm	\$200.00	\$100.00
	_____ Electricity (existing outlets, for pavilion usage only)		\$ N/C
	_____ Extra Picnic Tables (# requested _____ x \$15.00 per table)	\$ _____	\$ _____
	(current capacity: 80 people)		
2.2	<b>Carousel Field Pavilion &amp; Field</b>		
	_____ 9 am to 10 pm	\$ 650.00	\$ 400.00
	_____ 50 Picnic Tables - seats 6 adults each (current capacity-300 people)	\$ N/C	\$ N/C
	_____ Extra Picnic Tables (Number requested _____ x \$15.00 per table)	\$ _____	\$ _____
	_____ Electricity (existing outlets, for pavilion usage only)	\$ N/C	\$ N/C
2.3	<b>Skyline Sand Volleyball Courts - Four Courts Total</b>		
	_____ 6 pm to 8 pm (Number requested _____ x \$12.00 per court)	\$ _____	\$ _____
	_____ 8 pm to 10 pm (Number requested x _____ \$12.00 per court)	\$ _____	\$ _____
	_____ 9 am to 6 pm (Number requested x _____ \$15.00 per court)	\$ _____	\$ _____
2.4	<b>Skyline Sports Complex Softball Field</b>	\$ 120.00	\$ 60.00
	_____ Field Lights	\$ 300.00	\$ 150.00
	_____ Locker Rooms	\$ 200.00	\$ 100.00
	_____ Scoreboard	\$ 100.00	\$ 50.00
	_____ Sound System	\$ 50.00	\$ 25.00
	_____ Concession Stand	\$ 50.00	\$ 25.00
	_____ Ticket Booth	\$ 50.00	\$ 25.00
2.4	<b>Skyline Sports Complex Football/Soccer/Softball Field</b>	\$ 400.00	\$ 200.00
	_____ Field Lights	\$ 300.00	\$ 150.00
	_____ Locker Rooms	\$ 200.00	\$ 100.00
	_____ Scoreboard	\$ 100.00	\$ 50.00
	_____ Sound System	\$ 50.00	\$ 25.00
	_____ Concession Stand	\$ 50.00	\$ 25.00
	_____ Ticket Booth	\$ 50.00	\$ 25.00
2.5	<b>Skyline Sports Complex Picnic Area</b>		
	_____ 9 am to 10 pm	\$ 120.00	\$ 60.00
	_____ Extra Picnic Tables (Number requested _____ x \$15.00 per table)	\$ _____	\$ _____
	(current capacity: 54 people)		
2.6	<b>City Island Beach</b>		
	_____ 9 am to 10 pm	\$ 100.00	\$ 50.00
2.7	<b>City Island/Riverfront Park General Recreation Areas</b>	\$ 100.00	\$ 50.00
	(19th Hole, Swenson Plaza, Kunkel Plaza, Sunken Gardens)		
	_____ Extra Picnic Tables (Number requested _____ x \$15.00 per table)	\$ _____	\$ _____
	(19th Hole comes with 4 tables)		
2.8	<b>City Island/RiverFront Park Walk or Run</b> (fund raising event)	\$ 350.00	\$ 200.00
	_____ Extra Picnic Tables (Number requested _____ x \$15.00 per table)	\$ _____	\$ _____
2.9	<b>Capital Area Greenbelt</b> (other than Riverfront Park)	\$ 100.00	\$ 50.00
	_____ Specify Area _____		
2.10	<b>CHARGING AN ADMISSION OR REGISTRATION FEE</b>	\$100.00	\$ 50.00
2.11	<b><u>TOTAL RENTAL FEES</u></b>		<b>\$ _____</b>

## **PARK PERMIT EVENT QUESTIONNAIRE**

Please describe your proposed event in detail. Provide a schedule of events, times, locations, route maps, special requirements, etc., using the following questions as a guide. Attach additional sheets if necessary.

**3.1 Will the event require water or electricity?** \_\_\_\_\_

If yes, list the exact locations and amount required. Limited water and electricity is available. Call City Island Superintendent for availability. Fee is \$50.00 per electric line & \$30.00/hour if an electrician must attend your event. Call 238-8725 for water availability and fees. Permittee must supply all hoses and extension cords.

**3.2 Will you or another vendor be selling soda or beverages?** \_\_\_\_\_

If yes, the Coca-Cola Bottling Company has the exclusive rights to all City Island facilities available for rent with this application. These products include, but are not limited to: soda, juices, sport drinks, tea, and water. To obtain product to sell contact Mike Metzger at Coca-Cola 717-760-8875.

**3.3 Will the event require extra trash barrels and a special trash removal schedule?** \_\_\_\_\_

If yes, list the exact number, location, and trash removal frequency required.

**3.4 How many vehicles will be parked at the event?** \_\_\_\_\_

Only event organizers vehicles allowed at event site. All organizer's vehicles must be accounted for by applicant and proof Personal Auto Liability Coverage for each registered driver must be attached to this permit. Absolutely no vehicles allowed North of Walnut Street Bridge without a Parking Permit. Violators will be ticketed or towed. **Usual parking fees will be enforced during baseball games and special events.**

**3.5 Will any temporary structures (tents, stages, etc.) be erected?** \_\_\_\_\_

If yes, describe the structures in detail, their exact locations, and how they will be erected and removed. All tents must be free-standing, otherwise a utility locate may be required. Cost for this service is \$75.00. Contact the City Island Superintendent at 233-7211 for details.

**3.6 Will the event require street closings and/or traffic control devices such as barricades, cones or tape?** \_\_\_\_\_

If yes, list all requested street closings and their proposed closing and re-opening times. Contact Officer Rivera at 255-3010 or street closure information. List types of traffic control devices, quantity you will use, locations, placement, and removal details. Permit Holder must supply these items.

**3.7 Will any signs or banners be erected?** \_\_\_\_\_

If yes, describe their type, material, and placement techniques, detailing and listing their exact locations; designate their placement and removal times.

**3.8 Will the event have vendors, peddlers or concession sales?** \_\_\_\_\_

If yes, please provide a list of vendors, items to be sold, placement locations, and any special requirements they may have. Also attach a copy of their City of Harrisburg Mercantile License and/or Health License. Call 255-6513 for licensing information.

**3.9 Will the event offer any entertainment?** \_\_\_\_\_

If yes, describe the entertainment and give the exact arrival, performance, and departure times, performance locations, and any special requirements such as electricity, staging and access.

**3.10 Additional Restrooms?** \_\_\_\_\_

City Island is equipped with male and female restrooms near all major recreation sites. If you need additional restrooms please contact the City Island Superintendent at 233-7211.

**3.11 Will the event require private stand-by Paramedic/Ambulance service?** \_\_\_\_\_

If yes, please contact the City Island Superintendent at 233-7211. There are extra charges associated with this service.

**3.12 Will the event require the presence of Harrisburg Police or Park Rangers?** \_\_\_\_\_

If yes, please contact the Park Ranger Chief at 233-8275. Cost is \$20.00/hour per Ranger.

## **PARK PERMIT HOLDER RESPONSIBILITIES**

- \*\* The permittee is completely responsible for cleaning up after the event. If the Department of Parks and Recreation has to clean up, the Permittee will be billed for all personnel and equipment costs, or \$150.00, whichever is greater.
- \*\* If it is determined by the City that Police, Park Rangers, Parks and Recreation staff, Electrical Engineers, or other City personnel resources must be present to ensure the safe operation of your event, the Permittee must pay for all personnel and equipment costs. The city reserves the right to require such payment in advance.
- \*\* All City Island parking is in the larger City Island public parking lots located south of the Walnut Street Bridge.  
**All cars without special City Island Parking Permits found north of the Walnut Street Bridge will be ticketed and towed without exception.**

## **SKYLINE SPORTS COMPLEX RULES AND REGULATIONS**

- \*\* No special effort or expense will be undertaken by the City to allow a game under adverse weather or field conditions. Decisions to cancel games will be at the sole discretion of the City due to past damage to field areas by users during adverse weather. The person listed as the Park Permit Contact Name will be telephoned at least 30 minutes before the start of the Park Permit time if the permitted event is cancelled by the City. The City assumes no expense or obligation in any cancellation, but will attempt to accommodate the permit holder by rescheduling the event.
- \*\* **A total of four (4) Park Permit related equipment vehicles are allowed on the PAVED area of the Complex. Contact the City Island Superintendent for mandatory parking passes.**
- \*\* Absolutely NO VEHICLES OF ANY TYPE ALLOWED ON NON-PAVED SURFACES, ESPECIALLY THE PLAYING FIELD. Contact the City Island Superintendent for assistance in placing any special game equipment on the Field.
- \*\* Only Team Members, Coaches, Officials, and Trainers are allowed on the Playing Field, or in the Press Box, Ticket Booth, Concession Building, and Locker Rooms.
- \*\* Permittee must provide its own Scoreboard Operator or Microphone Operator if city equipment will be used. The City will train the Permittee's designate on system operations immediately prior to game time.
- \*\* Permittee is responsible for placing turf lines and field markers on the playing Field. Permittee must paint lines within 24 hours prior to the Park Permit commencement. Contact the City Island Superintendent for scheduling information.

## **INSURANCE REQUIREMENTS**

- Events with estimated attendance of 50 or below:**
1. Applicants must agree with and sign attached Waiver of Liability (page 5)
  2. Applicants must provide proof of Personal Auto Liability Coverage for themselves and all others who plan on driving and parking on-site.
- Events with estimated attendance of 51 or over:**
1. Applicants must provide Event Liability coverage of \$1,000,000 per occurrence and \$1,000,000 aggregate **or** Standard Liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate.
  2. Applicants must provide Auto Liability of \$1,000,000 Combined Single Limit for Corporations and \$300,000 Combined Single Limit for individuals.

***All insurance certificates shall be originals listing the City of Harrisburg as an Additional Insured. All certificates must be signed by a licensed insurance broker or insurance company representative. Sublimits shall not be less than the per occurrence limit amount required.***

## **REFUND POLICY**

If you cancel your permit at least 45 days prior to the date of your event, you will receive a full refund. If you cancel your permit less than 45 days but prior to 21 days before your event, you will receive 1/2 refund. If you cancel your permit less than 21 days before your event, you will receive no refund. If the City cancels your event, we will either provide you with an alternate date or a refund of your park permit fees only. The City bears no obligation to provide you with reimbursement for any out-of-pocket expenses that the permit holder may have incurred related to organizing or promoting your event. Any and all raindate fees are non-refundable.

## **EMERGENCY CONTACTS**

**Park Rangers Office**  
**Communications Center** - Request a Ranger to the site.

**233-8275**  
**255-3131**

# **THE CITY OF HARRISBURG**

## **DEPARTMENT OF PARKS AND RECREATION**

### **RELEASE AND WAIVER OF ALL CLAIMS AGREEMENT REGARDING RISK OF INJURY AND RELEASE AND WAIVER OF ALL CLAIMS**

Initial Each Paragraph:

\_\_\_\_\_ I hereby apply to the City of Harrisburg to rent and use the facility, or facilities during the dates and times as mention in the attached application, for a private and/or public function.

\_\_\_\_\_ I understand that by renting this or these facilities I will expose myself and my guests to normal risks of injury or harm associated with nature, sporting events and activities, picnics and social gatherings, musical events, and/or passive recreational activities.

\_\_\_\_\_ I agree that I am responsible for my own safety.

\_\_\_\_\_ I agree that I am responsible for my guests safety to the point of producing a safe event or activity during the length of this contract.

\_\_\_\_\_ I hereby assume all risk and responsibility of damage to the property of the City of Harrisburg as it relates to my event and my use and/or misuse; and hold the City of Harrisburg, it's agents and representatives harmless for any and all suits relating to the use of City owned facilities.

\_\_\_\_\_ I understand that under PA Law I am responsible for placing a PA One Call if my event so requires. I will be responsible for the following four steps taking place before any digging is attempted by members of my event. 1) Obtain approval for all digging from the City Island Superintendent at 717-233-7211. 2) Place the PA-One Call (800-242-1776), obtain a serial number and provide the serial number to City Island Superintendent.. 3) Ensure there are no penetrations within 18" of any utility marking. 4) Ensure all participants (including vendors) area aware of these terms and that failure to comply will result in automatic cancellation of the park permit.

\_\_\_\_\_ I hereby fully and forever release, discharge, and agree not to sue The City of Harrisburg, any of their officials, elected or appointed, employees, past or present, and contractors, past or present, sponsors or their officers, directors, agents, employees representatives, and successors for any and all claims, causes of action or liability for any injury, loss or damage sustained or incurred by me or my guests arising out of or in any way associated with our attendance at or participation in my event through this contracted rental.

\_\_\_\_\_ I hereby fully and forever release, discharge, and agree not to sue The City of Harrisburg, any of their officials, elected or appointed, employees, past or present, and contractors, past or present, sponsors or their officers, directors, agents, employees representatives, and successors for any loss, damage or expense brought on by me, anyone acting on my behalf, or anyone else because of conduct attributed to me.

\_\_\_\_\_ I agree that this Release and Waiver shall be construed and interpreted according to the law of the State of Pennsylvania. I understand and agree that this Release and Waiver shall be binding upon my heirs, assigns and any personal entity acting upon my behalf.

\_\_\_\_\_ I have read the above items of the Release and Waiver, understand them, agree to abide by them, and hereby acknowledge that I understand this Release and Waiver.

I am at least 18 years old and may legally sign this document:

Signed X: \_\_\_\_\_ Date: \_\_\_\_\_